

CM / ECF

Introducing Case Management/Electronic Case Files **United States Bankruptcy Court for the Western District of Oklahoma**

Case Management/Electronic Case Files (CM/ECF) is a convenient new automated case management and docketing system provided by the Administrative Office of the U.S. Courts (AO) specifically for the federal courts. The case management and docketing (CM) portion replaces the aging software currently used by most courts with a nationally-supported but flexible system that provides customizable docketing and reporting capability. The electronic case files (ECF) portion allows courts to manage documents electronically; to provide 24-hour desktop access to court files by judges, court staff, and the public; and to accept filings over the Internet.

Why Develop a New Case Management (CM) System?

The new system was developed:

- Because existing case management systems are aging and will soon exceed their projected life-spans
- Because the database program underlying existing systems is no longer supported by its manufacturer and is increasingly difficult and expensive to maintain
- To offer courts enhanced capabilities using updated technology

What Does CM Offer?

CM will not only offer the capabilities of previous AO developed case management systems, but expands on them by providing:

- User friendly screens for data entry
- Easier case information retrieval and reporting
- Generation of reports from a single integrated system:
 - Docket Activity Reports
 - Claims Register Reports

And many more customized reports will be available.

What are Electronic Case Files (ECF)?

Electronic case files are collections of documents stored in electronic format instead of on paper. Documents can be created electronically by parties and court staff or paper copies can be scanned. All documents are stored in Portable Document Format (PDF).

What Does the ECF Portion of CM/ECF Offer?

The ECF portion of the system is easy to use and allows a court to store, retrieve, review and send case documents in a reliable and secure electronic format. ECF can also offer

the following benefits:

- Twenty-four hour access to case files from any location (bench, chambers, home, offices, etc.) over the DCN or Internet
- Remote document filing
- Docketing as a by-product of electronic filing
- Concurrent access to files
- Immediate e-mail notification of case activity to parties and court staff
- Reduced need for physical file space
- Easy public access
- Secure storage of documents (so files are not misplaced)
- Court flexibility to choose when and how to use the ECF capabilities

How will CM/ECF Impact Our Court?

- Increase our ability to better serve the public and bar
- Improve our job descriptions
- Allow us to telecommute

When will CM/ECF be Available?

The Court's projected date for conversion to CM is January 3, 2006.

The Court's projected date for conversion to ECF is March 6, 2006.

How Can I Learn More About CM/ECF?

The Administrative Office (AO) welcomes your inquiries regarding CM/ECF. For more information, please visit the CM/ECF Internet site at <http://jnet.AO.DCN/IT/ECF/index.html> or contact the project team at the following:

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